**PARENT**

**ORIENTATION**

**2015-2016**

**PARENT ORIENTATION**

**GOALS**

1. **Organized and Professional Introduction of Club and/or Programs**
2. **Informative**
	1. Who are the Mentors
	2. What is Conquest?
	3. How do I sign up this year?
	4. What are the fees?
	5. Membership Kit items
	6. Q & A
3. **Strategic**
	1. Annual Calendar presented
	2. Roster of Mentors presented
	3. How to invite/involve others

**PARENT ORIENTATION**

**PREPARATION**

1. Professional Setting or Place
2. Email or mail flyer and personally call parents to invite
3. Allow for 60 minutes total (55 outlined minutes)
4. Light snacks (served by club/program members)
5. Projector / Computer with Info Booklet .pdf (found on the Club Leader Resource Center online at [www.conquestyouthministry.com](http://www.conquestyouthministry.com)
6. Local Parish/School Registration form
7. Local Parish / School Permission Forms (Hardcopies for parents)
8. Annual Calendar (3 Copies for each family – share 2 with friends)
9. Pens
10. Notepaper
11. Conquest Adult Leader Roster with contact information (include wife’s name for networking purposes)
	1. Can be part of Calendar document
12. A recommended Holy Hour for the intention of the orientation meeting and potential members.

**PARENT ORIENTATION**

**MEETING OUTLINE**

1. Preparation Needs and Goals **(review)**
2. Opening Prayer ***(2 minutes)***
	1. Invocation of the Holy Spirit, Hail Mary and Glory to the Father
		1. Led by the Conquest Adult Leader or Program Director
3. Welcome and Brief Introductions ***(5-7 minutes)***
	1. Led by Conquest Adult Leader or Program Director
		1. Thank you for coming
			1. Personal sacrifice to attend
			2. Respected value of virtue and formation in the life of their son
			3. Choosing Conquest as a viable program to assist them as primary educators and formators of their son
			4. Commitment of adult leaders to:
				1. Model a Christ-like attitude of charity and service at all times
				2. Maintain a healthy, Christ-centered atmosphere of fun, friendship and overall formation in virtue
				3. Provide open lines of communication via personal dialogue, phone and or email correspondence

Contact information is provided within the materials you will receive tonight

* + 1. Agenda of meeting
			1. Welcome and Introductions
			2. Conquest orientation (present info booklet .pdf on screen)
			3. Local sign up process
			4. Annual calendar review
			5. Open forum Q & A
				1. NOTE: Please hold all questions until this time
			6. Closing Prayer
			7. Open forum Q & A continues
			8. End
	1. Mentors introduce themselves *(It is vital that all adult leaders attend the orientation meeting with parents)*
		1. Name
		2. Family
		3. Work
		4. Role in the program
1. Conquest Overview – use info booklet .pdf ***(20 minutes)***
	1. Brief discussion / clarifications
2. Sign up instructions ***(5 minutes)***
	1. Sign up instructions presented
	2. Projected for all to see and /or copies handed out.
	3. Membership Kits
		1. Go over what is included in each Program. You can find this online on the Conquest website (www.conquestyouthministry.com)
		2. **NOTES**
			1. If you are a *Team Leader* you will also receive the team leader guidebooks for 2015-16 for the grade levels you are leading.
	4. Sign up annual local membership fees
		1. Conquest Program local annual membership fee
			1. Brief explanation
				1. Amount
				2. Expectations
		2. Fundraising initiative
			1. Purpose
				1. Goals
				2. Expectations
	5. Permission to participate form (hard copy) – from parish (if licensed) or Mission Network (if affiliated).
		1. Should include medical release information
		2. To be completed and turned in (kept with Conquest adult leader at all times during year)
		3. Blank copies to share with visitors
	6. Inviting a friend
		1. Permission to Participate form to be completed on-site *prior to any participation*
		2. Invitee will need to *officially register locally and pay the annual fee by the second week.*
	7. Volunteering
		1. Men
			1. Direct involvement
				1. Roles and descriptions (hand out for later review)
				2. Diocesan guidelines/requirements
				3. Mission Network background checks and VIRTUS program requirements (if affiliated)
		2. Women
			1. Indirect involvement
				1. Need Conquest mom to serve as key contact (if not already present)
				2. Role (all)

Supportive and Promotional

1. Annual Calendar review ***(10 minutes)***
	1. Present annual calendar for the year
		1. Include contact information and special events
2. Open forum Q & A ***(10 minutes )***
3. Closing Prayer ***(1 minute)***
	1. We give you thanks prayer to conclude…
4. Open forum continues for those able to stay or needing further assistance ***(15 minutes)***
5. End